

**Introduction to Technology  
Curriculum  
Grades 6-8  
2001**

**Hopatcong Borough Schools**

**COMPUTERS  
GRADE 6  
2001**

**COURSE DESCRIPTION**

Students will explore the applications available in MS Office through projects in the different applications. Microsoft Word will be used to create templates, business letter and revisions of business letters, create documents using text alignments and enhancements, create documents using bullets and numbering, format and edit text, outline, desktop publishing and the use of the draw tools, create documents with hyperlinks. In addition, ClarisWorks will be used so students can be exposed to a variety of drawing and painting tools

**SCANS Cross-Content Workplace Readiness Standards**  
*(New Jersey State Department of Education)*

1. All students will use information, technology, and other tools.
2. All students will use critical thinking, decision-making, and problem solving skills.
3. All students will demonstrate self-management skills.
4. All students will apply safety principles.

**Technical Skills**

**Identification and basic functions of hardware devices and computer functions**

- Mouse
- Keyboard
- Printer
- Disk Drive
- CD-ROM Drive
- Scanner

Distinguish between Save and Save As commands

Use correct computer terminology

Point, click and drag mouse to open and close programs

Save to a disk or folder

Insert and remove a disk and CD-ROM correctly

Turn computer on and off properly

Log in and out of the network

Toggle between two open programs

Describe the do's and don'ts of computer ethics

Describe why it is unethical to use another students files

Explain why you shouldn't use another student's password or read their email

Keyboarding:

Become familiar with keyboard keys

Identify and use special keys: enter, spacebar, caps lock, shift

Use special keys: arrows, control, delete, Esc

Use left/right hand zones and basic home-row finger placement

Use keyboard to demonstrate correct finger reaches from home row to top/bottom row keys

Scanner:

Distinguish between Save and Save As commands

Use correct computer terminology

Point, click and drag mouse to open and close programs

Save to disk or folder

Insert and remove a disk and CD-ROM correctly

Turn computer on and off properly

Log in and out of network

Describe the do's and don'ts of computer ethics

Describe why is unethical to use another student's files

Word Processing Software:

Open a word processing program

Create a new document

Type text

Save a word document

Change title attributes

Select text

Delete to erase text

Use spell check

Open a saved document

Align text (left, center, right, justified)

Insert clip art

Presentation Software/Electronic Portfolio Assessment:

Open a presentation application

Create a slide

Open a saved slide

Create a background

Add text and pictures to slides

Insert and delete slides

Change order of slides

Cut/copy/paste within a presentation

Edit slides

Import photos and other multimedia

Drawing and Graphics Software:

Use drawing tools to draw lines, boxes, and ellipses  
Add color to objects and lines  
Add text to projects  
Save and print projects Cut/copy/paste objects  
Use Word Art  
Layer, group and rotate objects

Internet:

Access the Internet Browser  
Use the toolbar in the browser  
Access specific sites  
Log on to the e-mail system  
Send and receive e-mail  
Use a specific search engine to locate information  
Search by keyword  
Use on-line encyclopedias for research  
Use multiple search engines on the Internet  
Cut/copy/paste to take notes from Internet sites and electronic encyclopedias

**Suggested activities may be included but not limited to:**

Compile a personal electronic portfolio using presentation software  
Use the Internet to locate a house  
Build a house using graphics software  
Design a pamphlet using desktop publishing software  
Create a business card using a template  
Develop a calendar using a template  
Create a certificate using a template  
Construct a business letter using word processing software  
Assemble a tangram using a template

## **INSTRUCTIONAL STRATEGIES**

Demonstrations

Participation in computer related activities and contests

Presentations: PowerPoint

Independent Projects

Electronic Portfolio

Software and Internet integration

## **EVALUATION/ASSESSMENT RUBRIC**

All students will be evaluated according to multiple indicators, such as personal folders, electronic portfolio development and reflection, production efforts and enthusiasm

**COMPUTERS  
GRADE 7  
2001**

**COURSE DESCRIPTION**

Students will explore the applications available in MS Office through projects in the different applications. Microsoft Word will be used to create templates, creative writing documents and revisions of creative writing documents, create documents using text alignments and enhancements, create documents using bullets and numbering, format and edit text, outline, desktop publishing and the use of the draw tools, create documents with hyperlinks, and work with headers and footers. In addition, students will, during the course, use ClarisWorks to develop a database.

**SCANS Cross-Content Workplace Readiness Standards**  
*(New Jersey State Department of Education)*

1. All students will use information, technology, and other tools.
2. All students will use critical thinking, decision-making, and problem solving skills.
3. All students will demonstrate self-management skills.
4. All students will apply safety principles.

**Technical Skills**

**Identification and basic functions of hardware devices and computer functions**

- Mouse
- Keyboard
- Printer
- Disk Drive
- CD-ROM Drive
- Scanner

Distinguish between Save and Save As commands

Use correct computer terminology

Explain networking concepts

Point, click and drag mouse to open and close programs

Save to a disk or folder

Insert and remove a disk and CD-ROM correctly

Turn computer on and off properly

Log in and out of the network

Toggle between two open programs

Describe the do's and don'ts of computer ethics

Describe why it is unethical to use another student's files  
Explain why you shouldn't use another student's password or read their email  
Use appropriate judgment upon entering a website

#### Keyboarding:

Identify and use special keys: enter, spacebar, caps lock, shift  
Use special keys: arrows, control, delete, Esc  
Use left/right hand zones and basic home-row finger placement  
Use keyboard to demonstrate correct finger reaches from home row to top/bottom row keys  
Use proper technique without looking at the keyboard  
Demonstrate the ability to correctly use the punctuation keys  
Use WPM to increase speed

#### Scanner:

Distinguish between Save and Save As commands  
Use correct computer terminology  
Point, click and drag mouse to open and close programs  
Save to disk or folder  
Insert and remove a disk and CD-ROM correctly  
Turn computer on and off properly  
Log in and out of network  
Describe the do's and don'ts of computer ethics  
Describe why it is unethical to use another student's files

#### Word Processing Software:

Open a word processing program  
Create a new document  
Type text  
Save a word document  
Change title attributes  
Select text  
Delete to erase text  
Use spell check  
Open a saved document  
Align text (left, center, right, justified)  
Insert clip art  
Cut/copy/paste within a document  
Change margins  
Create columns  
Create page breaks  
Use page numbering  
Insert graphics from outside sources  
Change line spacing  
Create and insert tables

Set tabs  
Use letter format

Presentation Software/Portfolio Assessment:

Open a presentation application  
Create a slide  
Open a saved slide  
Create a background  
Add text and pictures to slides  
Insert and delete slides  
Change order of slides  
Cut/copy/paste within a presentation  
Edit slides  
Import photos and other multimedia  
Edit color schemes  
Use Word Art  
Present to an audience  
Add slide transitions and animation to slides  
Edit layout arrangement

Desktop Publishing Software:

Use drawing tools to draw lines, boxes, and ellipses  
Add color to objects and lines  
Add text to projects  
Save and print projects Cut/copy/paste objects  
Use Word Art  
Layer, group and rotate objects  
Insert borders  
Use column guides  
Utilize layout techniques

Database Software:

Explain the purpose of a database  
Access information from a simple database  
Define and use basic database terminology  
Create a database with multiple fields and records  
Enter and edit data  
Sort data  
Search for specific data by field  
Create and print reports  
Add and delete records and fields  
Communicate information using a database

Scanner:

Distinguish between Save and Save As commands  
Use correct computer terminology

Point, click and drag mouse to open and close programs  
Save to disk or folder  
Insert and remove a disk and CD-ROM correctly  
Turn computer on and off properly  
Log in and out of network  
Describe the do's and don'ts of computer ethics  
Describe why is unethical to use another student's files

#### Word Processing Software:

Open a word processing program  
Create a new document  
Type text  
Save a word document  
Change title attributes  
Select text  
Delete to erase text  
Use spell check  
Open a saved document  
Align text (left, center, right, justified)  
Insert clip art  
Mail merge

#### Presentation Software/Electronic Portfolio Assessment:

Open a presentation application  
Create a slide  
Open a saved slide  
Create a background  
Add text and pictures to slides  
Insert and delete slides  
Change order of slides  
Cut/copy/paste within a presentation  
Edit slides  
Import photos and other multimedia

#### Internet:

Access the Internet Browser  
Use the toolbar in the browser  
Access specific sites  
Log on to the e-mail system  
Send and receive e-mail  
Use a specific search engine to locate information  
Search by keyword  
Use on-line encyclopedias for research  
Use multiple search engines on the Internet  
Cut/copy/paste to take notes from Internet sites and electronic encyclopedias

Add favorites

**Suggested activities may include but are not limited to:**

Compile a personal electronic portfolio using presentation software

Develop a “mini book” using desktop publishing software

Create creative writing documents using word processing software

Design a database using database software

Construct a business letter and mail merge using word processing and database

## **INSTRUCTIONAL STRATEGIES**

Demonstrations

Participation in computer related activities and contests

Presentations: PowerPoint

Independent Projects

Electronic Portfolio

Software and Internet integration

## **EVALUATION/ASSESSMENT RUBRIC**

All students will be evaluated according to multiple indicators, such as personal folders, electronic portfolio development and reflection, production efforts and enthusiasm



**COMPUTERS  
GRADE 8  
2001**

**COURSE DESCRIPTION**

Students will explore the applications available in MS Office through projects in the different applications. Microsoft Word will be used to create templates, creative writing documents and revisions of creative writing documents, create documents using text alignments and enhancements, create documents using bullets and numbering, format and edit text, outline, desktop publishing and the use of the draw tools, create documents with hyperlinks, and work with headers and footers. . Excel will be use to: introduce spreadsheets, input labels, values and formulas, create function formulas, and develop spreadsheets. Students will create multimedia projects of increasing complexity using the program "HyperStudio". Lastly, students will, during the course, use ClarisWorks to develop a database.

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*(New Jersey State Department of Education)*

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2. All students will use critical thinking, decision-making, and problem solving skills.
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**Technical Skills**

**Identification and basic functions of hardware devices and computer functions**

- Mouse
- Keyboard
- Printer
- Disk Drive
- CD-ROM Drive
- Scanner
- Digital camera
- Video camera

Explain Read-Only Files

Explain proper use of transferring files from home to school

Explain copyright regulations and limitations

Distinguish between Save and Save As commands

Use correct computer terminology

Point, click and drag mouse to open and close programs  
Save to a disk or folder  
Insert and remove a disk and CD-ROM correctly  
Turn computer on and off properly  
Log in and out of the network  
Toggle between two open programs  
Describe the do's and don'ts of computer ethics  
Describe why it is unethical to use another students files  
Explain why you shouldn't use another student's password or read their email

#### Keyboarding:

Identify and use special keys: enter, spacebar, caps lock, shift  
Use special keys: arrows, control, delete, Esc  
Use left/right hand zones and basic home-row finger placement  
Use keyboard to demonstrate correct finger reaches from home row to top/bottom row keys  
Use proper technique without looking at the keyboard  
Demonstrate the ability to correctly use the punctuation keys  
Use WPM to increase speed  
Use numeric pad to enter numerical data

#### Scanner:

Distinguish between Save and Save As commands  
Use correct computer terminology  
Point, click and drag mouse to open and close programs  
Save to disk or folder  
Insert and remove a disk and CD-ROM correctly  
Turn computer on and off properly  
Log in and out of network  
Describe the do's and don'ts of computer ethics  
Describe why is unethical to use another student's files

#### Word Processing Software:

Open a word processing program  
Create a new document  
Type text  
Save a word document  
Change title attributes  
Select text  
Delete to erase text  
Use spell check  
Open a saved document  
Align text (left, center, right, justified)  
Insert clip art  
Mail merge  
Insert page breaks

Use letter format  
Use thesaurus

Presentation Software/Electronic Portfolio Assessment:

Open a presentation application  
Create a slide  
Open a saved slide  
Create a background  
Add text and pictures to slides  
Insert and delete slides  
Change order of slides  
Cut/copy/paste within a presentation  
Edit slides  
Import photos and other multimedia (movie clips)  
Insert recorded sounds  
Design buttons  
Create animation

Internet:

Access the Internet Browser  
Use the toolbar in the browser  
Access specific sites  
Log on to the e-mail system  
Send and receive e-mail  
Use a specific search engine to locate information  
Search by keyword  
Use on-line encyclopedias for research  
Use multiple search engines on the Internet  
Cut/copy/paste to take notes from Internet sites and electronic encyclopedias  
Add favorites

Database Software:

Explain the purpose of a database  
Access information from a simple database  
Define and use basic database terminology  
Create a database with multiple fields and records  
Enter and edit data  
Sort data  
Search for specific data by field  
Create and print reports  
Add and delete records and fields  
Communicate information using a database

Spreadsheet Software:

Define and use basic spreadsheet terminology

Start a new spreadsheet  
Enter data in a cell  
Move data from cell to cell  
Change the text attributes  
Perform simple calculations within a spreadsheet  
Edit data  
Cut/copy/paste within a spreadsheet  
Insert and delete rows and columns  
Create a graph for the data  
Sort data  
Remove gridlines  
Insert graph into word processing  
Copy using auto-fill  
Use formulas and functions

**Suggested activities may include but are not limited to:**

Review editing and formatting technique using word processing software  
Develop a personal electronic portfolio using presentation software  
Design an imaginary store by using word processing and spreadsheet software to announce their store, create a floor plan, an inventory and then a cost analysis worksheet showing their results after one week  
Plan a party using spreadsheet software and graphics software  
Create an animation slide show using multimedia software

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